

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 06-14

Revised

**DIVISIONAL MANAGER (LUBBOCK/AMARILLO)
Lubbock, Texas**

**Closing Date: Open Until Filled
Salary: \$49,815--\$96,313 (CL 28/29)***

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES

This position is located in the Bankruptcy Court Clerk's Office. The Divisional Manager performs a full range of high level functional duties including supervisory responsibilities of the Lubbock and Amarillo Divisions. The Divisional Manager is responsible for overseeing the work performed by employees in these divisional offices. As part of the Clerk's management team, the divisional manager interacts frequently with the Clerk, Chief Deputy, and administrative and operational management team to develop short and long range improvement plans for the court, including the development, implementation, and refining of office programs, policies and procedures. This position reports directly to the Chief Deputy, and currently supervises a staff of eight (8) who support the U. S. Bankruptcy Judge presiding over the Lubbock, Amarillo, Abilene and San Angelo Divisions.

- Supervises the daily activities of the Lubbock and Amarillo Divisions, ensuring the timely and accurate planning, scheduling and completion of work. Structures and assigns the workload to most effectively and efficiently utilize staff.
- Maintains open communications with the judicial officer and chambers staff.
- In collaboration with systems staff, designs and prepares statistical reports which reflect the accuracy and timeliness of case processing activities. Compiles and analyzes information obtained in such reports in order to streamline work

processes, gauge success of work initiatives, and develop and measure performance standards.

- Establishes performance standards and uses automated mechanisms to measure employees' level of success in meeting performance standards.
- Coordinates with the Chief Deputy on matters such as productivity, procedural and policy issues and practices; assists in the development and administration of initiatives, provides information and observations regarding the impact of changes in practices resulting from initiatives or policy changes.
- Assigns and explains work requirements to subordinate levels for new or changed rules, policies, practices, or procedures. Ensures adequate training is provided as needed.
- Maintains a working knowledge of the procedures used by employees in completing their duties.
- Identifies employee development needs and coaches employees through the developmental planning process. Ensures the timely preparation and submission of employee appraisals in accordance with personnel policy.
- Performs administrative maintenance of the divisions (e.g. telephone, space and procurement, property management, etc.). Determines material, equipment, and facilities necessary to accomplish the work.
- Ensures adherence to administrative and internal control procedures (e.g. leave records, systems back ups, security of receipts, negotiable instruments, postage metering equipment, and timely deposits of collections).
- Participates in the development, drafting and implementation of Clerk's Office policies and procedures and provides support and compliance with such policies.
- Works on committees as appropriate.

MINIMUM REQUIREMENTS:

To qualify for the Divisional Manager position, applicants must have a bachelor's degree in business, public administration or related discipline or equivalent combination of related education, training, and/or experience; and a minimum of six (6) years of previous work experience—three of which were in an environment that provided progressively responsible administrative, technical, professional, supervisory, or managerial experience that required: (1) skill in dealing with others in person-to-person work relationships; (2) the ability to exercise mature judgment; and (3) a thorough knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the Bankruptcy Court. The skill, ability, and knowledge gained must have included at least one year of experience at or equivalent to

the next classification level below the level of the position for which the applicant is being considered.

DESIRED QUALIFICATIONS:

Bachelor's degree. Court experience. Bankruptcy experience. Legal experience. CM/ECF experience. Good knowledge and understanding of the policies and procedures of the court. Thorough understanding of case management process from inception to closing. Knowledge or experience of how other processes in the Clerk's Office relate to his/her position.

Applicants must have a performance history that demonstrates ability to:

- **Develop strategic goals and integrate all divisional activities with organizational mission;**
- **Provide clear direction to others as well as gaining their compliance and support;**
- **Prioritize, organize and plan work through documented work procedures and processes;**
- **Communicate clearly, consistently and concisely while practicing active listening skills;**
- **Make confident and well-informed decisions on challenging matters;**
- **Develop and inspire others by earning their respect and trust through integrity and openness;**
- **Skill in evaluating and prioritizing workload so that time and accuracy requirements are consistently met;**
- **Ability to research, compile and analyze information in order to propose recommendations or solutions to problems;**
- **Work collaboratively with other managers and supervisors to meet the court's objectives; and**
- **Understand and work with automated office systems and a variety of software applications.**

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume to: Alison Henley, Human Resources Development Officer, U.S. Bankruptcy Court, 1100 Commerce Street, Rm. 1254, Dallas, Texas 75242, or submit by e-mail (in Word or WordPerfect only) to:

alison_henley@txnb.uscourts.gov

The selected candidate will be subject to a background check as a condition of employment. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer.